



CITY OF LONG BEACH EMPLOYMENT OPPORTUNITY

Community Program Specialist III (Permanent Full- Time/Unclassified)
Program Manager - Life Coaching and the Fundamentals of Fatherhood
Community Health Bureau
\$27.503 - \$37.384 per hour
DEPARTMENT OF HEALTH & HUMAN SERVICES

POSITION:

The Department of Health and Human Services is recruiting for a Community Program Specialist III to work as the Program Manager for the Life Coaching and Fundamentals of Fatherhood Program (LCFFP) in the Community Health Bureau. The LCFFP addresses the lack of resources available to low-income fathers in the City of Long Beach (CLB) to ensure that children are healthy, safe and emotionally secure. The LCFFP aims to improve father involvement through a comprehensive project that creates responsible fatherhood by increasing the economic stability of fathers, increasing their emotional wellbeing and ability to connect with their children, as well as healthy co-parenting relationships. Reporting to the Director of the Center for Families and Youth (CFY), the Program Manager's primary duties are to manage and implement the grant-funded program. This position will work out of the Center for Families and Youth, located at 6335 Myrtle Avenue, Long Beach, CA 90805.



EXAMPLES OF DUTIES:

- Directly manages the grant-funded Life Coaching and Fundamentals of Fatherhood project through ensuring program compliance and deliverables.
- Leads, trains and supervises subordinate staff.
- Provides oversight, training, and management to all subrecipient contracts, which includes providing technical support, reviewing invoices, and ensuring proper execution of program deliverables and contract compliance.
- Engages LCFFP's partners to enhance the impact of the program.
- Oversees and manages the Fatherhood Advisory Board.
- Analyzes and interprets data to identify gaps in services and recommends areas of improvement for program effectiveness.
- Develops project communications and program materials.
- Convenes meetings and coordinates logistics related to all program operations.
-

EXAMPLES OF DUTIES (cont.):

- Manages the program budget and prepares grant reports.
- Provides related data, information, reports and deliverables to the appropriate City staff.
- Attends meetings and trainings as necessary.
- Performs other related duties as required.

QUALIFICATIONS:

- A Bachelor's degree in social work, public health, public administration or a related field is required. A Master's degree in Social Work or a related field is preferred.
- Minimum of two (2) years of professional experience in supervising and training staff, fiscal reporting, grant management, and working with subrecipients.
- Licensed clinical social worker or licensed marriage therapist highly preferred.
- A valid California motor vehicle license.

SUCCESSFUL CANDIDATE WILL DEMONSTRATE:

- An understanding of data analytics for program development.
- Ability to work independently demonstrating a drive to complete work without expectations of monitoring.
- The ability to multi-task and prioritize in a high volume service-oriented environment.
- Excellent customer service and interpersonal skills.
- Familiarity and understanding of project's target population.
- Willingness to work some evenings and weekends.

APPLICATION PROCESS:

This recruitment will close at 4:30 p.m. (Pacific Time) on Friday, April 22, 2016. To be considered, please email a letter of interest, and resume to the email address below. Please include "Req HE16-064 CH COMMUNITY PROGRAM SPECIALIST III CFY" in the email subject line.

LBDHHS-JobApplications@longbeach.gov

Resumes will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. Applicants who do not meet the minimum requirements will not be considered.

(Req. HE16-064)

The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce.

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-4009. Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.